

KIPP Indianapolis College Preparatory

Courage Perseverance Dignity Excellence Respect Teamwork

Background

KIPP Indy College Prep is modeled after the acclaimed KIPP academies in Houston, Texas and in Bronx, New York. Soon to be in our fifth year of operation, our school has a demonstrated track record of providing students with the academic, knowledge, skills, and character traits necessary to achieve success in the finest high school and colleges, and the competitive world beyond. Located on the near-Eastside at 1740 E. 30th Street, Indianapolis, KIPP is an amazing environment for creative, energetic individuals who are committed to doing whatever it takes to support our students as they climb the mountain to college.

Job Description

- Student Teacher

This student teacher position is designed to meet the educational requirements of a variety of college and university teaching programs. This position is under the supervision of the Dean of Instruction.

KIPP Indianapolis College Preparatory -Hours of Operation

7:00am - 5:30 pm daily

7:30am – 1:00 pm Saturday School

7:30 am – 1:00 pm Summer school is held for three weeks during August.

Teacher Hours of Operation

All student teachers will be given a schedule that meets the requirements of your college or university. Typically, student teaching assignments will be full time for 16 or 24 weeks depending on the content area. It is recommended that students be free of outside commitments that might interfere with full-time student teaching obligations. Students should not be regularly employed, nor should they carry heavy loads of extracurricular activities.

	Student Hours	Teacher Hours
Monday – Friday	7:30 am to 5:00 pm	7:00 am – 5:15 pm
Saturday School	8:00 am – 1:00 pm	7:30 am – 1:15 pm
Summer School	8:00 am – 1:00 pm	7:30 am – 5:00 pm

School wide Required Responsibilities and Duties

- Demonstrate effective classroom management
- Exhibit positive rapport with students
- Create and teach challenging, well-planned, and engaging lessons linked to state standards.
- Ensure lesson plans show modifications for differences in student learning styles

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- Meet with team members to provide student progress update and programmatic feedback
- Commit to the teacher's agreements in the Commitment to Excellence Contract.
- Seek to constantly refine instructional techniques
- Participate in peer observation process
- Display student work in a high quality way
- Create and foster a positive learning environment
- Establish and maintain strong communication lines with all parents
- Attend all staff meetings, culture event and professional development workshops

Growth and Development

- ❑ Help students assess and enhance their study methods and habits.
- ❑ Produce formal and informal testing to evaluate student success.
- ❑ Serve as an example for students, support mission of charter.

Classroom Management and Organization

- ❑ Prepare classroom to enhance learning and to aid in physical, social and emotional development of students.
- ❑ Control student behavior in agreement with the school philosophy and principles.
- ❑ Ensure necessary and reasonable measures are taken to protect students, equipment, materials and facilities.
- ❑ Provide input on book, equipment and material selection.

Communication

- ❑ Establish communication rapport with parents, students, principal and teachers through conferences.
- ❑ Create and maintain a professional relationship with colleagues, students, parents and community members.
- ❑ Present information accurately through clear communication skills.